

**California National Guard - Human Resources Office**  
**Army Active Guard Reserve (AGR) Enlisted Vacancy**  
**Nationwide Vacancy Announcement**

**1 POSITION**

<b>Announcement Number:</b> 103-09		<b>Opening Date:</b> 19 December 2008	<b>Closing Date:</b> 18 January 2009
<b>Position Title:</b>  Training NCO	<b>UIC/TDA/UMR Para/Line Number:</b>  WX0FA1/109-02	<b>DMOS/Branch:</b>  21E2O	<b>Maximum Grade:</b> E5  <b>Minimum Grade:</b> E4
<b>BDE/Unit Name and Address:</b>  216 <sup>th</sup> ENG Co Duty At Det 1/216 <sup>th</sup> ENG Co, Glendale, Ca		<b>Selecting Official:</b>  AGR OIC 578 <sup>th</sup> ENG BN	<b>Personnel Eligible to Apply:</b> Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>  Enlisted <input checked="" type="checkbox"/>
<b>Security Clearance Requirement:</b> <input type="checkbox"/> None <input type="checkbox"/> Top Secret <input checked="" type="checkbox"/> Secret <input type="checkbox"/> Top Secret SBI/SCI <input type="checkbox"/> National Agency Check		<b>Minimum Military Education Requirements:</b>	

**Note:** Nationwide means: Only current AGR's or Active Duty Army personnel may apply. Applicants on Active Duty Title 10 must ETS within 45 days of closing date.

**Conditions of Employment**

**IAW AR 135-18, applicants must meet the following requirements prior to applications being forwarded for board consideration:**

- This position is in the Full Time Military Force (FTM) – Active Guard Reserve (AGR) program. Initial AGR tours are three (3) years.
- For the purpose of sustainment requirements, Soldiers that are selected into the AGR Program in a position commensurate with their current grade will be removed from the promotion list upon the effective date of hire for a period of 12 months. A memorandum of understanding will be required by the selected Soldier prior to orders being published by this headquarters.
- Soldier's must be eligible for reenlistment or extension IAW NGR 600-200 (ARNGUS) or AR 140-111 (USAR), unless the disqualification for reenlistment or extension can be waived under these regulations.
- Soldier must not have been relieved for cause from any duty position in the 36-month period preceding the date of application for the AGR Program, or the scheduled date of entry in the AGR Program.

**Applicants selected for the AGR Program and meeting any one of the following disqualifications, will require a NGB waiver prior to entry:**

- Unable to serve a minimum of three (3) years on AGR Status prior to achieving eighteen (18) years-active federal status, retention control point (RCP) or reaching the age of 60.
- Entitled to military retired pay.
- Was voluntarily released from the AGR program for 2 or more days and one year has not elapsed since the date of the release.
- IAW AR 135-18, Table 2-1 Rule C (1). Prior to entry on AD or FTNGD in the AGR program, applicants must be medically certified as drug free, be tested negative for Human Immunodeficiency Virus (HIV). HIV test must be within six months.

### **Primary Duties and Responsibilities**

Responsible for accomplishing the commander's plans and programs to attain the units training and mobilization readiness objectives. Maintains mobilization files, training files, physical security files, training library and unit MOS Qualification training program. Prepares quarterly unit Status Report (USR), Annual TAM, Monthly training schedules, monthly payrolls, reports, briefing materials, ammunition, requests, training site requests, and other reports as directed by the commander and/or AGR manager. Assists in preparing quarterly Unit Status Report (USR), annual TAM, Briefing materials, ammunition requests, and other reports as directed by the Supply NCO, Training NCO, RNCO, Commander and the AGR OIC. Attends all unit training assemblies, additional training assemblies and annual training periods. Attends MOSQ schools, additional skill identifier (ASI) required schools, and training courses conducted by the National Guard Professional Education Center, and OTAG. Prepares supply related documents and maintains administrative records. Applicants should be proficient in Microsoft office applications and have general computer literacy. Executes all tasks designated by the first-line supervisor and the FTM OIC. Performs other duties as assigned.

**NOTE\* LAST MINUTE NOTICE OF TRAVEL IS POSSIBLE AND REQUIRED ALONG WITH EXTENDED WORK HOURS AND WEEKENDS AS NEEDED BY THE COMMAN TO MEET MISSION REQUIREMENTS.**

### **Specialty Qualification Requirements**

- Applicants are required to obtain the MOS within one year of accession into the AGR program. Soldiers who have not completed Initial Entry Training (IET) are ineligible to apply.
- Soldiers applying must meet the following eligibility criteria IAW DA Pam 611-21
- **A physical demands rating of very heavy.**
- **A physical profile of 222221.**
- A minimum score of 90 in aptitude area GM in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
- A minimum score of 88 in aptitude area GM on ASVAB tests administered on and after 2 January 2002.
- **Normal color vision.**
- **Requires mandatory formal training IAW MOS.**
- Must have no documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Soldier.
- Must have no other record of disciplinary action under UCMJ or patterns of behavior which indicates a lack of integrity, or which is inconsistent with the MOS.
- Must have no convictions or other adverse disciplinary convictions for criminal offenses listed as a misdemeanor or felony outlines in AR 601-210, chapter 4.
- Military Status: Full-Time Military Title 32 Section 502 (f) (AGR).

## Instructions for Applying

**Applicants must, as a minimum, submit the following documents:** If required item(s) are missing from your packet **it will** be returned to the applicant due to lack of information: **(Please No binders)**

- NGB Form 34-1 (with signature and date). Ensure that you annotate both Tour Number and Position Title on the top of page one, of the application.
- Three-quarter-length photograph (from the waist up) in a duty uniform (Class A,B or ACU) taken within the previous 12 months ("official" military photograph is not required).
- Enlisted Biographical Summary.
- **Certified copy** of DA Form 2-1, Enlisted Record Brief (ERB) or Personnel Qualification Record (PQR).
- **Certified copy** of any official document demonstrating qualifying Armed Services Vocational Aptitude Battery/Armed Forces Classification Test (ASVAB/AFCT) scores. To include DD form 1966-1, Recruiters worksheet or the official test results.  
*(Certified Copy – See frequently asked questions)*
- Last 3 NCOERs. (Supervisor must provide written statement/memo providing information as to why soldier's NCOERs are not available. Applicants in the grade of E4 and Below or recently promoted E5s must submit at least one current letter of recommendation in lieu of this requirement ensure that this letter is dated within 45 days of effective date of vacancy announcement and that it highlights job assignment, duties and capabilities).
- **Certified copy** of current DA Form 705 (APFT), within six months for "on-board" AGR soldiers, and within 12 months for traditional guardsmen, ensure that height and weight are annotated.  
*(Certified Copy – See frequently asked questions)*
- Must meet standards IAW AR 600-9, submit body fat worksheet (if applicable).
- Current MEDPROS printout (Available on AKO).  
<https://apps.mods.army.mil/MEDPROS/MyMedicalReadiness/default.aspx> (select IMR record).
- All DD Form 214 (s) and NGB Form 22 (s) covering any active duty period (copy must include bottom portion that identifies SPD code).
- RPAS statement.
- Current DMV print out (within six months) must be enclosed with this packet. Must have a current drivers license.
- Applicants who answer YES to questions 8 or 12 – 18 of section IV, NGB Form 34-1, or have not completed initial entry training (IET) are ineligible to apply to include: **DD Form 214(s) that have unfavorable remarks to include; unsatisfactory Performance, Misconduct, Dropped from the Rolls (DRF) Unsuitability/Unfitness or in lieu of court-martial AR 135-18, AR 135-91 Chapter 4, 26, AR 135-178 Chapter 8, 3, and 635-200 Chapter 11.**
- **Submit application to:** Joint Force Headquarters, ATTN: CAJS-J1-HR-AGR, Box 37, 9800 Goethe Road, Sacramento, CA 95826-9101. Please do not call the AGR Branch with questions regarding your application, you will be notified by mail. Please see the frequently asked questions on our web page

**Note:** If you are unable to obtain a copy of your MEDPROS, a certified copy of DA Form 2-1, ERB, PQR and/or RPAS statement, a written request must accompany your application or call AGR Branch at 916-854-3420. **COMPLETE APPLICATION (TO INCLUDE REQUIRED DOCUMENTS) MUST BE RECEIVED IN HR-AGR BRANCH NOT LATER THAN CLOSE OF BUSINESS ON THE DATE THE ANNOUNCEMENT CLOSURES. INCOMPLETE APPLICATIONS WILL BE RETURNED UNRATED.**

<b>Remarks</b>
<p>The California National Guard is an Equal Opportunity Employer. All applicants will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender or national origin.</p>